

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Raising the Base Grade for Career Trainees

F

EXTENSION

NO

STAT

DDA Career Management Officer  
7C18 Headquarters

DATE

8 September 1982

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel  
5E58 Headquarters

2.

3.

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15.

If the Agency now has problems recruiting and retaining quality CTs as the attached memorandum implies, then we are in no position to object to additional incentives. However, I would vote against a retroactivity provision. Such a provision smacks of arbitrariness, especially to those one CT class removed from coverage. If we must implement this proposal, I am opposed to a sliding scale; I believe all covered CTs should receive the same number of step increases.

STAT

Attachment

18 August 1982

MEMORANDUM FOR: Director of Personnel

VIA: C/CMS/DDO  
C/Personnel/DDI  
C/Personnel/DDS&T  
CMO/DDA

FROM:

Chief, OP Career Training Staff

STAT

SUBJECT: Raising the Base Grade for Career Trainees

1. This is to propose that the base grade for Career Trainees be raised from the present GS-07 to GS-11 level to a GS-07/5 to GS-11/5 level, with all other particulars of our grade/salary assignment criteria for CT externals and internals remaining as before.

2. This proposal will provide a base grade salary increase for CTs of between \$2,100 and \$3,100 more than is presently being offered and may help the program attract a greater number of applicants.

3. Attached, for your information, is a copy of the "CTP grade/salary assignment criteria" as it will be revised if you approve the above proposal. As heretofore, the grade/salary criteria will apply to qualified internal applicants for the CTP as well as external applicants. We would plan to make this effective for those CTs who EOD in October 1982.

4. In the interest of providing additional financial incentive for CTs presently in the program, we propose:

a. For CTs who entered the program below GS-11:

October 1981 Class -- would receive a one-step grade adjustment at the time they receive their non-competitive promotion upon successfully completing the program.

January 1982 Class -- two step increase with their promotion

April 1982 Class -- three-step increase with their promotion

July 1982 Class -- four-step increase with their promotion as training is completed.

SUBJECT: Raising the Base Grade for Career Trainees

b. For CTs who entered the program at GS-11, in addition to receiving a one-step increase upon satisfactorily completing the program (the policy was implemented in January 1982), those entering with the

January 1982 Class -- would receive an extra  
2 steps

April 1982 Class -- 3 steps

July 1982 Class -- 4 steps, as training is completed.

STAT

Attachment:  
As Stated

APPROVED:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

CTP GRADE/SALARY ASSIGNMENT CRITERIA FOR CTP EXTERNALS AND INTERNALS

1. Base Grade for calculation based on all requirements having been met and documented to CTS satisfaction in advance of EOD (1).

- a. BA/MA Extended Interim - GS-07/5
- b. BA, BS, etc. - GS-08/5
- c. MA, MS, MBA, etc. - GS-09/5
- d. PhD. a.b.d., or JD w/o Bar - GS-09/5
- e. PhD. or JD with Bar - GS-10/5

Base Grade: 

2. Overseas experience in non-English-speaking country after high school (max. 3 pts.)

- a. 6-12 months consecutive (2 pts.)
- b. Additional or separate 12 months consecutive (1 pt.)

3. Relevant Civilian/Military Work Experience

- a. HUMINT (4 pts. per year)
- b. Foreign Affairs-related experience, excluding HUMINT (3 pts per year)
- c. Other work Experience (2). Should be at least one year in each job, but may at CTS option, count 6 or more months as sufficient. Includes experience such as sales, teaching, analytical work, career development, etc. (2 pts per year)

4. Foreign Language Proficiency (officially certified by Agency). Additional points for each language.

Group Level	I	II	III
2	2 pts	3 pts	4 pts
3	4 pts	6 pts	8 pts
4 or 5	6 pts	9 pts	12 pts

- a. Speaking. Should be tested in all skills (R,S,U), but points based on Speaking only. Applies to all CTs, except where Directorate or component specifies Reading.
- b. Reading. Should be tested in all skills, but points based on Reading only. Applies generally to DDI, FBIS, except where Directorate identifies need for Speaking. (Check updated Agency Unit Language Requirements.)

Language: Language: Language: Language: 

5. TOTAL POINTS #2-4 -----

6. Adjusted Grade and Step (3-5 pts.--Base Grade/Step 6; 6-8 pts.--Base Grade/Step 7; 9-11 pts.--One grade higher than Base Grade/Step 5; 12-14 pts.--One grade higher than Base Grade/Step 6; 15-17 pts.--One grade higher than Base Grade/Step 7; 18-20 pts.--Add two grades to Base Grade/Step 5; 21-23 pts.--Add two Grades/Step 6; 24-26 pts.--Add two grades/Step 7; Max GS-11, plus Steps)

Grade and Step based on #1-5: \_\_\_\_\_  
Adjusted GS Salary from current schedule: \_\_\_\_\_  
Applicant's current salary: \_\_\_\_\_

7. Salary Differential. If documented current (at time of C/CTS Interview) base salary is higher than derived in #6, add 1 point for each full \$500 difference. For each 3 points, add one Step to Grade and Step shown in #6. In carrying out calculation, any grade/Step 8 becomes Step 5 of the next higher grade (max GS-11, plus Steps).

Final Grade/Step Determination: \_\_\_\_\_  
Date: \_\_\_\_\_  
Reviewers: \_\_\_\_\_

NOTES:

(1) If, for example, all exams have been successfully passed and an MA thesis has been submitted and officially accepted and all requirements for the MA officially met and documented in a manner satisfactory to CTS prior to the EOD date, the Base Grade on the basis of the MA may apply, even though the date of official conferring of the degree may come after the EOD date. If acceptable documentation cannot be provided, then the lower Base Grade applies. However, the Bar exam, for example, may have been taken prior to EOD by someone with a JD, but satisfactory results become available only after EOD date. In that case, the new employee should provide certification of having passed the Bar, and the EOD Grade and step will be adjusted one grade (max. GS-11, plus Steps).

(2) Persuasion: sales, interviewing, marketing; Representation: PR, trouble-shooting, advance-person; Supervision: significant in terms of responsibilities; Teaching: normally college level, could consider "difficult" secondary/elementary situations; Analytical work: Some study/research; Interviewing "village-to-village" for anthropological research, missionary private investigation, etc; Career development: moving along to positions of increasing responsibility.

(3) If an applicant is qualified and accepted by \_\_\_\_\_ the CT STAT will be awarded a step increase upon satisfactory completion of \_\_\_\_\_. There STAT is a separate salary differential formula for calculating final Grade/step for PMR Qualified applicants, who are on active duty at the time of CTS interviews/Processing.

Revised July 1982